

JOB INTERVIEW GUIDE

MANAGEMENT/HUMAN RESOURCES DIVISION

Assignments	<p>The Director is the legal representative of the company ; Must know how to analyse a situation in order to keep the project on track He/she is responsible for the results He/she is responsible for recruitment</p>
Required qualities	<ol style="list-style-type: none"> 1. Management skills 2. Listening & Social skills 3. Decision-making and leadership skills
Issues	<ol style="list-style-type: none"> 1. Have you ever carried out any projects ? With what success ? 2. What type of manager are you ? 3. What are the strategic priorities you want to implement ? 4. What guides your life ? 5. What achievement best defines you ? What lesson do you learn from it ? 6. Describe a professional achievement that has brought you a lot.

MARKETING/SALES DIVISION

<p>Assignments</p>	<p>Define and implement a strategy to promote your company or a product (prices, promotion, communication, product ranges, technical supports, etc.) ;</p> <p>Managing a department or coordinating the activity of a team ;</p> <p>Carry out marketing studies to gain a better understanding of the market.</p> <p>Prospecting for private customers ;</p> <p>Present and sell products or services according to the company's sales methods and strategy ;</p> <p>Conduct sales meetings in people's homes ;</p> <p>Carry out a technical study when selling specific equipment (kitchen, swimming pool, veranda, blinds, etc.)</p>
<p>Required qualities</p>	<ol style="list-style-type: none"> 1. Active listening 2. Emotional intelligence 3. Curiosity 4. Anticipation and preparation 5. Time management 6. Creativity 7. Resilience 8. Persuasiveness
<p>Issues</p>	<ol style="list-style-type: none"> 1. Can you please introduce yourself ? 2. What do you think are the most important qualities of a salesperson ? 3. What are your interpersonal skills ? 4. What are your 3 main professional qualities ? 5. What are your 3 main professional faults ? 6. What are you most proud of ? 7. What are your values (3) ? 8. What is your motivation ? 9. Do you have any questions ? 10. Why should we hire you ?

ADMINISTRATION AND LOGISTICS DIVISION

<p>Assignments</p>	<p>Administrative tasks:</p> <ul style="list-style-type: none"> • Entering and updating documents according to instructions, • Archiving or filing, • Drafting of letters and reports • Verification of data, • Follow-up. <p>Logistical tasks:</p> <ul style="list-style-type: none"> • Management of stocks and orders • Receipt of order forms • Setting up the means of delivery • Checking delivery times • Receiving and dispatching goods
<p>Required qualities</p>	<ol style="list-style-type: none"> 1. Organizational skills 2. Be responsive 3. Ability to bounce back 4. Be flexible 5. Be versatile 6. Be diplomatic 7. Good interpersonal skills
<p>Issues</p>	<ol style="list-style-type: none"> 1. In your opinion, what are the most important qualities of a logistician ? 2. What skills do you need to succeed in this job ? 3. Do you think you have a logical mind, give an example. 4. What is your ability to handle stress ? An example, please 5. Do you know how to organise yourself according to priorities ? 6. Do you like to work methodically ? 7. Why are you applying for this position ?

COMMUNICATION DIVISION

<p>Assignments</p>	<p>Communicating the company's values → brand image</p> <p>To make the products known in technical terms</p> <p>Create a community Unite people around the company</p> <p>Create photo, video and typed material to showcase the company and its products (e.g. posters, social network post/stories, radio ads, etc.)</p>
<p>Required qualities</p>	<ol style="list-style-type: none"> 1. Sense of creativity 2. Organisation 3. Empathy 4. Questioning 5. Long-term work 6. Ability to synthesise characteristics into communication elements 7. Mastery of or willingness to discover creative software (for posters etc.)
<p>Issues</p>	<ol style="list-style-type: none"> 1. What do you see as the objectives of a communications department ? 2. Generally speaking, would you say that you are organised in your work ? If yes, why ? If not, why not ? 3. In general, do you have any creative abilities? Drawing, sculpture ... ? 4. What do you think you can bring to this area in your company ? 5. In general, do you feel that you are a team player ? 6. Are you interested in the world of advertising? What does it mean to you ?

FINANCE / BILLING DIVISION

<p>Assignments</p>	<p>The billing agent ensures that the company's accounts are balanced :</p> <p>Drafting and monitoring invoices.</p> <p>Processes supplier invoices,</p> <p>Ensures the payment of suppliers.</p> <p>Prepares customer invoices and carries out reminders if necessary.</p> <p>Receives customer payments</p> <p>Carries out the financial balance sheet Expenditure/revenue</p>
<p>Required qualities</p>	<ol style="list-style-type: none"> 1. Knowledge of the company and its strategy 2. Rigorous and organised 3. Good knowledge of computer software 4. Good command of figures and financial calculations 5. Mathematical logic
<p>Issues</p>	<ol style="list-style-type: none"> 1. What qualities do you consider necessary for this position ? 2. Do you consider this position important ? Why or why not ? 3. What do you think are the main tasks you will have to carry out in the company ? 4. Are you comfortable with numbers and calculations ? 5. What is the main quality that characterises you that enables you to occupy this position ? 6. One last thing to convince us ?